

JUDICIAL BRANCH EQUAL EMPLOYMENT OPPORTUNITY PLAN 2003

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STATEMENT OF COMMITMENT

It is hereby reaffirmed that it is the policy of the Judicial Branch of the State of Connecticut to provide equal employment opportunity to all employees and job applicants, regardless of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, learning disability, present or past history of mental disorder, mental retardation or physical disability, including, but not limited to, blindness. This policy applies to all aspects of the employer/employee relationship, including recruitment, selection, appointment, upgrading and promotion, evaluation, conditions and privileges of employment, training, educational assistance, compensation, benefits, transfer, discipline, layoff, recall and termination of employment.

The Judicial Branch complies with the Americans with Disabilities Act and with all federal and state law pertaining to individuals with disabilities. The terms "disability" or "disabled" as used in this policy statement and elsewhere in the Equal Employment Opportunity Plan shall be construed in a manner consistent with the ADA and other pertinent federal and state laws.

"Equal Employment Opportunity", as defined by law and governmental regulations, requires affirmative action to overcome the effects of past and present discriminatory practices, policies or other barriers to equal employment opportunity and to ensure the full and fair utilization of women and minorities in all levels of the work force.

The goal of the Judicial Branch is to achieve a work force population that is properly balanced and fully represented by women and minorities throughout the organization and to ensure true equality of employment and a work environment that is free of discrimination. Further, the Judicial Branch will make every reasonable accommodation to satisfy the needs of its applicants and employees with disabilities.

If employees feel they have been discriminated against, they should contact the Administrative Services Division Human Resource Management Unit within the Office of the Chief Court Administrator, which is authorized to review such complaints.

The accompanying Equal Employment Opportunity Plan for 2002-2003 sets forth the continuing course of action the Judicial Branch will take during the next twelve months in order to put forth a good-faith effort to attain the goals indicated, within the fiscal constraints faced by the State. All managers and supervisors are responsible for implementing the provisions herein.

The Equal Employment Opportunity Plan will be updated and revised periodically to reflect changes in federal and/or state antidiscrimination laws. All employees of the Judicial Branch have the right to review and comment on the Equal Employment Opportunity Plan, a copy of which will be kept at each Branch facility. Any questions relating to details of this Plan should be referred to the Administrative Services Division Human Resource Management Unit by phone 706-5280.

(dated)

Hon. William J. Sullivan
Chief Justice

(dated)

Hon. Joseph H. Pellegrino
Chief Court Administrator

EEOP GOALS

OFFICIALS AND ADMINISTRATORS:

- It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of Black, Hispanic, Native American and Asian females; Hispanic, Native American and Asian males.

PROFESSIONALS:

- It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of White females and Asian American and Native American males and females.

TECHNICIANS:

- It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of White females, Black Females, Hispanic females and Hispanic males.

PROTECTIVE SERVICE:

- It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of Hispanic males and Asian American and Native American females.

PARA-PROFESSIONALS:

- It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of Asian American and Native American males.

OFFICE CLERICAL:

- It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of Black males, Hispanic males and Asian American and Native American males.

SKILLED CRAFT:

- It is our goal to increase minority representation in this category by placing an emphasis on recruitment and promotion of White females, Black females, Hispanic females, Asian American and Native American females, Black males and Asian American and Native American males.

SERVICE MAINTENANCE:

- It is our goal to increase representation in this category by placing an emphasis on recruitment of White females, Black females, Hispanic females, and Asian American and Native American females and males.

STEPS FOR GOALS ACHIEVEMENT

While the Connecticut Judicial Branch is prepared to take the steps set forth below to achieve the goals that have been established, we must acknowledge that our opportunities to recruit new members of the workforce are severely limited and promotional activity has been significantly curtailed by the fiscal crisis currently facing the State. This crisis has caused a significant reduction in our “personal services” budget. As a result, the number of positions we can fill through outside recruitment are extremely limited. In fact no permanent employees have joined the Judicial Branch workforce from outside the Branch since prior to the commencement of this fiscal year, July 1, 2002. In light of the fiscal crisis and the constraints on recruiting from outside the Branch, we plan to focus our efforts on filling only critical vacancies through the promotion and transfer of existing employees. When opportunities to fill positions arise every effort will be made to achieve the goals set forth below through promotion of existing employees in the targeted racial or ethnic group.

OFFICIALS AND ADMINISTRATORS:

- The Connecticut Judicial Branch will make every effort to recruit and promote minorities for the officials/administrators openings as set forth in the EEO Goals on the preceding page. This recruitment effort will include advertising in minority publications along with all the major newspapers in the state. Whenever appropriate, recruitment will be done regionally and/or nationally by advertising in professional publications and newspapers. The Branch will also continue recruitment efforts at state colleges and universities, including law schools, and through the Internet.

PROFESSIONALS:

- The Connecticut Judicial Branch will make every effort to recruit and promote White females and Asian American and Native American males and females for professional positions. This recruitment effort will include advertising in minority publications along with all the major publications in the state and on the Internet. Whenever appropriate, recruitment will be done regionally by advertising in professional publications and newspapers.

The Branch will also increase recruitment efforts at state colleges and universities including law schools. The Branch will target white females, and Asian American and Native American males for promotion to professional positions whenever possible.

TECHNICIANS:

- The Connecticut Judicial Branch will make every effort to recruit White and minority females and Hispanic males for technical positions. This recruitment effort will take place throughout the state and will be ongoing through the year. This recruitment effort will include advertising in minority publications along with the major newspaper, The Hartford Courant and the internet. The Branch will also work with

the Connecticut Labor Department. Whenever appropriate, recruitment will be done nationally by advertising in technical publications and newspapers. The Branch will also continue to recruit at state colleges and universities and technical schools. Female and minority organizations will be approached. The Branch will target white female and minority female employee in the para-professional and office/clerical job categories for promotions to technical positions whenever possible. Staff will be encouraged to gain the necessary experience to qualify for technical positions and tuition reimbursement will be offered.

PROTECTIVE SERVICE:

- The Connecticut Judicial Branch will make every effort to recruit Hispanic males and Asian American and Native American females for protective service positions. This recruitment will be ongoing throughout the year. This recruitment effort will include advertising in Hispanic publications along with all the major newspapers in Connecticut. The Branch will work with local community organizations and the Connecticut Labor Department.

OFFICE/CLERICAL:

- The Connecticut Judicial Branch will make very effort to recruit Black, Hispanic, Asian American and Native American males for clerical positions. This recruitment effort will take place throughout the year. This recruitment effort will include advertising in minority publications along with all the major newspapers in the state. The Branch will work with local minority community organizations and the Connecticut Labor Department.

SKILLED CRAFT WORKERS:

- The Connecticut Judicial Branch will make every effort to recruit White, Black, Hispanic and Asian American and native American females and Black and Asian American and Native American males for skilled craft worker positions. This recruitment effort will take place throughout the state and will be ongoing throughout the year. This recruitment effort will include advertising in minority publications along with the major newspapers.

SERVICE MAINTENANCE:

- The Connecticut Judicial Branch will make every effort to recruit White and minority females and Asian American and Native American males for service maintenance positions. This recruitment effort will take place throughout the state. This recruitment effort will be ongoing throughout the year. This effort will include advertising in minority publications along will all of the major newspapers in the state. The Branch will work with the local minority community organizations and the Connecticut Labor Department.

INTERNAL COMMUNICATION

The Judicial Branch will take the necessary steps to ensure that its Equal Employment Opportunity Plan and EEO and sexual harassment policies are disseminated throughout all its facilities. These steps will include the following:

- The EEO policy statement and sexual harassment policy statement will be distributed to all facilities and posted on bulletin boards throughout each location.
- Upon its approval, the Equal Employment Opportunity Plan will be distributed to all facilities and made readily available for employee review and comment.
- All new employees will be given a copy of the EEO policy statement of commitment and informed as to the location of the Equal Employment Opportunity Plan within their facility.
- The Executive Directors will continue to stress the importance of the EEO program and require managers and supervisors to under-take conscious and deliberate steps toward overcoming adverse practices to achieve the goals set forth in the affirmative action plan. The Judicial Branch Administrative Policies and Procedures Manual sets forth that EEO goals are in place and that all managers and supervisors must work for their achievement.
- Written comments addressing the Equal Employment Opportunity Plan are encouraged. These comments should be directed to the Director, Human Resource Management, Connecticut Judicial Branch 90 Washington Street, Hartford, Connecticut.
- All EEO internal communications and written comments received will be dated and maintained by the Director of Human Resource Management.

Internal Communication activities undertaken during the past year include the following:

- 1) EEO Policy Statement of Commitment was posted in all Judicial Branch facilities. The policy statement is distributed to all new employees as they come on board.
- 2) Sexual Harassment in the Workplace and Equal Employment Opportunity posters was posted in all workplace locations.

- 3) Sexual Harassment training for all new supervisors and other employees was conducted.
- 4) The Human Resource Management Unit provided training and ongoing assistance to sixty (60) Affirmative Action Division Coordinators. These Coordinators are Judicial Branch employee volunteers chosen by their division executive directors. Their mission is to monitor all employment interviews to assure that the hiring and promotional standards of the Branch are upheld.
- 5) The Affirmative Action Employee Advisory Committee researched employment and training practices used by the Judicial Branch and advised the Human Resource Management Unit.
- 6) The Job Posting Hotlines and the Internet continue to be utilized for dissemination of job information to all Branch employees and outside applicants.
- 7) The Human Resource Management Unit provided training on Branch policies to all new employees during several scheduled new employee orientation programs. This included Branch policies regarding Equal Employment Opportunity (EEO), Non-Discrimination, American's with Disabilities Act (ADA) and Sexual Harassment.

EXTERNAL COMMUNICATION

The Judicial Branch is committed to the goals of equal employment opportunity and affirmative action and has initiated activities to ensure that Equal Employment Opportunity is more than a paper commitment. Written expression of the commitment of the Judicial Branch to Equal Employment Opportunity and notices of job availability are sent regularly to recruiting sources and organizations that are capable of referring qualified applicants for employment. In addition to maintaining frequent contact with protected-class members and resource agencies, the Judicial Branch is engaged in discussions designed to foster ongoing relationships and develop additional recruiting sources.

In addition, employment advertising omits references to age or gender, except in the case of bona fide occupational qualification or need, and clearly conveys the desire of the Judicial Branch to employ members of protected classes.

All bidders, contractors, subcontractors and suppliers of materials are notified of the Equal Employment Opportunity policy of the Judicial Branch requiring that it will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials who discriminates against members of

any class protected under Section 4a-60 of the Connecticut General Statutes.

The participation of minority-business enterprises meeting qualifications established in regulations issued pursuant to Sections 4a-61 or 32-9f of the Connecticut General Statutes or federal law shall be solicited and encouraged.

Specific requirements related to the State Set-Aside Program are mandated by Connecticut General Statutes. Adherence to these regulations is monitored by the Department of Economic and Community Development (DECD).

Under the Administrative Policies and Procedures of the Judicial Branch, the Materials Management Unit shall comply with the State Set-Aside policies of the DECD.

DECD guidelines require that 25% of all non-exempt state contracts be placed with State Set-Aside Businesses. (SSA). Of that amount, 25% must go to Minority-owned Business Enterprises (MBE) and Woman-owned Business Enterprises (WBE). A record of the performance of the Judicial Branch against established SSA goals is available for inspection by contacting the Director of Materials Management. In addition, the Judicial Branch refrains from knowingly doing business with any bidder, contractor, subcontractor or supplier of materials debarred from participation in any federal or state contract program or found to be in violation of any state or federal antidiscrimination law. All purchase orders sent to contractors or suppliers doing business with the Judicial Branch contain the requirement that the contractor or supplier comply with all state and federal laws concerning non-discrimination and warrants that the contractor or supplier will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation or physical disability, including but not limited to, blindness. Each contractor or supplier is also required, on request to provide the Judicial Branch with information concerning employment practices and procedures. Contractors and suppliers must also agree, as terms of the purchase order or service agreement, to make a good faith effort to employ minority-owned business enterprises as sub-contractors.

The Judicial Branch maintains files containing the name and address of the organization, recruiting source, bidder, contractor, sub-contractor, supplier of materials, and publisher receiving notice of its policy, date of notice, and copies of all communication, statements, advertising and contract provisions.

When the cooperation of another agency is essential to the implementation of activity undertaken pursuant to this section, the Judicial Branch keeps records of each instance of contact with such agency.

External Communication activities undertaken during this reporting period include the following:

- 1) Outreach efforts with various recruiting sources were conducted throughout the year in hopes of expanding the pool of qualified protected classes from which to draw for employment opportunities.
- 2) The job opportunity phone line and website maintained by the Judicial Branch Recruitment Unit for internal and external job seekers continue to be offered. Position vacancies are updated every Tuesday afternoon.
- 3) Distribution of position vacancy announcements to external recruitment sources was conducted throughout the year.
- 4) Affirmative Action Division Coordinators and members of the Affirmative Action Employee Advisory Committee attended job fairs at local colleges and universities.
- 5) Information was solicited from the Affirmative Action Employee Advisory Committee concerning recruitment sources.
- 6) During fiscal year 2001-2002 the Judicial Branch solicited and awarded contracts to State Set-Aside businesses totaling \$6,445,846 or 31.6% percent of all non-exempt contracts. 35.4% or \$2,284,394 of these State Set-Aside contracts were awarded to minority-owned.
- 7) Special effort to recruit women and minorities included notices in various publications of interest to them.